

Specifications by: AZ
Reviewed by: MB

U.S. GOVERNMENT PUBLISHING OFFICE
San Francisco, California

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS
For the Procurement of

Quick Schedule Copying/Duplicating

As requisitioned from the U.S. Government Publishing Office (GPO) by
Dept. of the Interior, BLM

Single Award

CONTRACT TERM: The term of this contract is for the period beginning **April 1, 2019** and ending **March 31, 2020**, plus as many as four optional 12-month extension period(s) that may be added in accordance with the "Option to Extend the Contract Term" clause in this contract.

For information of a technical nature call Alan Zada at (707) 748-1970, Ext. 6. (No collect calls.)

Quotes may be submitted via fax machine. The GPO fax number is (707) 748-1981.

The GPO 910 "BID" Form is no longer required. Bidders are to fill out, sign/initial as applicable, all pages of the SECTION 4. - SCHEDULE OF PRICES (pages 12 through 15, included within).

An abstract of the previous contract prices is included herein. Bidders are to note several revisions throughout the specifications.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 50-mile radius of Arcata, CA.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

BIDDERS, PLEASE NOTE: GPO has issued a new GPO Publication 310.2, GPO Contract Terms - Solicitation Provisions, Supplemental Specifications, and Contract Clauses (Rev 1-18). Prospective bidders should carefully read this publication as the applicable terms within become an integral part of this contract. The document is posted at <https://www.gpo.gov/how-to-work-with-us/vendors/forms-and-standards> along with a list of major revisions.

QUOTES DUE: Quotes due at 11:00 AM Pacific Time on **March 12, 2019**.

SECTION 1. - GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to the applicable provisions, clauses, and supplemental specifications of GPO Contract Terms (GPO Publication 310.2, (Rev. 1-18)) and GPO Contract Terms, Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979 (Rev. August 2002)). A copy of these publications, as well as other supplemental GPO contract documents, can be obtained at: <http://www.gpo.gov/vendors/gaocab.htm>

DISPUTES: GPO Publication 310.2, GPO Contract Terms, Contract Clause 5. Disputes, is hereby replaced with the June 2008 clause found at <http://www.gpo.gov/pdfs/vendors/contractdisputes.pdf>. This June 2008 clause also cancels and supersedes any other disputes language currently included in existing contractual actions.

DOING BUSINESS WITH THE GPO: Contractors wishing to do business with the GPO are referred to the GPO web site <http://www.gpo.gov/business/index.html>, where one can register as a GPO contractor using the 'GPO Contractor Connection' link in accordance with the furnished instructions on that page.

NOTE: Prospective as well as existing GPO contractors are to note that, as of 1/1/08, all contractor's seeking to do business with the GPO must first complete and thereafter maintain the accuracy of its GPO Contractor Connection registration with the following mandatory taxpayer information boxes: "EIN/TIN #" (Employer Identification Number or Taxpayer Identification Number); "Subject to Backup Withholding" (See Form W-9, Request for Taxpayer Identification Number and Certification); and, "Current W-9 Request" (See Form W-9). The GPO will withhold payment of any invoices for work completed by any contractor who fails to provide these tax data in GPO Contractor Connection. Such invoices will be declared ineligible for payment until all requirements for payment, including providing these tax data in GPO Contractor Connection, have been satisfied.

CONTRACTING METHOD: This contract is being advertised as, and shall be awarded as, a Small Purchase contract, in accordance with the U. S. Government Publishing Office Printing Procurement Regulation (PPR: GPO Publication 305.3), Chapter VII, Section 4.

FACSIMILE BIDS: Facsimile bids are permitted.

- (a) Definition. "Facsimile bid," as used in this solicitation, means a bid, modification of a bid, or withdrawal of a bid that is transmitted to and received by the Government via electronic equipment that communicates and reproduces both printed and handwritten material.
- (b) Bidders may submit facsimile bids as responses to this solicitation. These responses must arrive at the place and by the time specified in the solicitation.
- (c) Facsimile bids that fail to furnish required representations or information or that rejects any of the terms, conditions, and provisions of the solicitation will be excluded from consideration.
- (d) Facsimile bids must contain the required signatures.

- (e) The Government reserves the right to make award solely on the facsimile bid. However, bidders agree to promptly submit the complete original signed bid.
- (f) Submit facsimile bid to **fax number: (707) 748-1980 or (707) 748-1981**, one bid per facsimile.
- (g) If the bidder chooses to transmit a facsimile bid, the Government will not be responsible for any failure attributable to the transmission or receipt of the facsimile bid including, but not limited to, the following:
 - (1) Receipt of garbled or incomplete bid.
 - (2) Availability or condition of the receiving facsimile equipment.
 - (3) Incompatibility between the sending and receiving equipment.
 - (4) Delay in transmission or receipt of bid.
 - (5) Failure of the bidder to properly identify the bid.
 - (6) Illegibility of bid.
 - (7) Security of bid data.

SUBCONTRACTING: The predominant production function is copying/printing, binding, folding, drilling, inserting and labeling. The predominant production function may not be subcontracted.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes — Level III.
- (b) Finishing Attributes — Level III.

Inspection Levels from ANSI/ASQC Z1.4:

- (a) Non-destructive Tests — General Inspection Level I.
- (b) Destructive Tests — Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

| <u>Attribute</u> | <u>Specified Standard</u> |
|----------------------------------|---|
| P-7. Type Quality and Uniformity | Reproducibles |
| P-10. Process Color Match | Furnished Copy, O.K. Preproduction Proofs |

OPTION TO EXTEND THE TERM OF THE CONTRACT: The Government has the option to extend the term of this contract for a period of 12 months by written notice to the contractor before expiration of the current contract term. If the Government exercises this option, the extended contract shall be considered to include this clause, except, the total duration of the contract may not exceed five years as a result of, and including, any extension(s) added under this clause. Further extension may be negotiated under the “Extension of Contract Term” clause. See also “Economic Price Adjustment” for periodic pricing revision.

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO jacket number will be assigned and a purchase order issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:
<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html>.

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/how-to-work-with-us/agency/billing-and-payment>.

Note: The contractor shall itemize each billing voucher in accordance with the contract 'Schedule of Prices.'

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract **from April 1, 2019 to March 31, 2020** plus for such additional period(s) as the contract is extended. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for delivery to or performance at multiple destinations. Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that in no event will any pricing adjustment be made that would exceed the maximum permissible under any law in effect at the time of the adjustment. There will be no adjustment for orders placed during the first period below. Pricing will thereafter be eligible for adjustment during the second and any succeeding period(s). For each performance period after the first, a percentage figure will be calculated as described below and that figure will be the economic price adjustment for that entire next period. Pricing adjustments under this clause are not applicable to reimbursable postage or transportation costs, or to paper, if paper prices are subject to adjustment by separate clause herein.

For the purpose of this clause, the contract shall be divided into successive periods. The first period shall extend from April 1, 2019 to March 31, 2020. The second and any succeeding period(s) will extend for 12 months from the end of the last preceding period, except that the length of the final period may vary. The first day of the second and any succeeding period(s) will be the effective date of the economic price adjustment for that period.

Price adjustments in accordance with this clause will be based on the changes in the seasonally adjusted "Consumer Price Index For All Urban Consumers - Commodities Less Food" published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics.

The Economic price adjustment will be the percentage difference between the Index averages as specified in this paragraph. An index called the variable index will be calculated by averaging the monthly Indexes from the 12-month interval ending three months prior to the beginning of the period being considered for adjustment. This average is then compared to the average of the monthly Indexes for the 12-month interval ending **December 31, 2018**, called the base index. The percentage change (plus or minus) of the variable index from the base index will be the economic price adjustment for the period being considered for adjustment.

The Government will notify the contractor by contract modification specifying the percentage increase or decrease to be applied to invoices for orders placed during the period indicated. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs and separately adjusted paper prices. Payment discounts shall be applied after the invoice price is adjusted.

NOTIFICATION: The contractor will be notified a minimum of 30 days before the end of the current contract annual period of availability or non-availability of funds for subsequent periods. Cancellation is effected if (i) the Contracting Officer notifies the contractor that funds are not available for the next year, or (ii) the Contracting Officer fails to notify the contractor that funds are available for the next year.

SECTION 2. - SPECIFICATIONS

SCOPE: These specifications cover the quick-schedule production of books, pamphlets, bid packages and single-sheet products (forms, letterheads, large format drawings etc.), requiring such operations as copy pickup, generation of reproducibles from furnished digital copy, black-only and four-color electrostatic, thermal or other copying process, creation of tab dividers, binding, folding, drilling, labeling, packaging and delivery.

TITLE: Quick Schedule Copying/Duplicating.

FREQUENCY OF ORDERS:

- Books and pamphlets: Approximately two orders per year.
- Single-sheet forms, letterheads, etc. Approximately four orders per year.
- Postcards: Approximately two orders per year.
- Large format drawings: Approximately one order per year.

QUANTITY:

- Books and pamphlets: Approximately 2 to 300 (average 30) copies per order.
- Single-sheets forms, letterheads, etc: Approximately 25 to 2,000 (average 200) copies per order.
- Postcards: Approximately 800 copies per order.
- Large format drawings: Approximately one to 50 (average 20) copies per original.

NUMBER OF PAGES:

- Books and pamphlets: Approximately 10 to 300 (average 200) printed pages per copy (not including tab dividers or foldins).
- Single-sheet forms, letterheads, postcards, etc.: Print one or both sides.
- Large format drawings: Approximately one to 50 (average 20) originals per order, typically printing one side only.

TRIM SIZE:

- Books and pamphlets: 8-1/2 x 11". Bound products will occasionally include 17 x 11" fold-ins.
- Single-sheet forms, letterheads, etc.: 8-1/2 x 11".
- Postcards: 5-1/2 x 4-1/4".
- Large format drawings: Larger than 17 x 11" to as large as 24 x 36".

PRINTING: Approximately 5% of all copies will print in full color. Approximately 95% of all copies will print black only.

GOVERNMENT TO FURNISH: Reproducible copy.

Black-only, color copying: The Government will also furnish CD-R(W) disc(s) containing Macintosh-compatible or Windows-compatible MS Word, MS PowerPoint, MS PageMaker, Adobe Illustrator and/or Photoshop files and/or Adobe Acrobat Portable Document Format (PDF) files. Digital fonts will typically be included or embedded. A GPO Form 952 will accompany the furnished digital files.

Furnished material, including color copies, to be inserted by the contractor.

Note: It is estimated that as many as 2% of the total number of originals submitted (primarily for copying of technical manuals) will require hand feeding of old, dog-eared documents

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications.

The contractor must also be able provide digital means, methods and software necessary for the operation and support of the aforementioned professional publishing software (up to and including the most recent version).

STOCK: The specifications of all stock furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 12" dated February 2008 (<http://www.gpo.gov/vendors/sfas.htm>), and any subsequent amendments thereto.

Color Copying:

White High Quality Laser Bond, 17 x 22", 20 lbs. per 500 sheets, equal to JCP Code O61.

Text:

White Xerographic Bond, 17 x 22", 20 lbs. per 500 sheets, equal to JCP Code O63, containing a minimum of 30% postconsumer recovered material content.

White Writing, 17 x 22", 20 lbs. per 500 sheets, equal to JCP Code D10, containing a minimum of 30% postconsumer recovered material content.

White Offset Book, 25 x 38", 50 lbs. per 500 sheets, equal to JCP Code A60 containing a minimum of 30% postconsumer recovered material content*.

*The requirement for postconsumer fiber (as specified in the Government Paper Specification Standards No. 12) for this contract is waived. However, the addition of post-consumer fiber is encouraged provided that the requirements of this Standard are met. All other attributes remain the same.

Cover:

White Index, 25-1/2 x 30-1/2", 110 lbs. per 500 sheets, equal to JCP Code K10, containing minimum of 20% postconsumer recovered materials.

White or Colored Vellum Cover, 20 x 26, 65 lbs. per 500 sheets, equal to JCP Code L20, containing minimum of 30% postconsumer recovered materials.

1/3rd-cut and 1/5th-cut Tab Dividers:

White Index, 25-1/2 x 30-1/2", 90 and 110 lbs. per 500 sheets, equal to JCP Code K10, containing minimum of 20% postconsumer recovered materials.

The stock to be used will be indicated on each print order.

REPRODUCIBLES:

Output of furnished digital copy: An occasional order may include Governmental submittal of digital copy for reproduction. Unless otherwise specified, the contractor is not obligated to produce an order by RIPing (i.e. rasterizing) the furnished digital copy directly to a xerographic copying machine. The contractor may, at the contractor's option, digitally output a single first-generation copy on paper at a minimum of 600 dpi before placing it "on the glass" to produce the required number of second generation copies for final delivery.

Unless otherwise specified, the output copy shall match any furnished dummy hardcopy. In the absence of furnished dummy hardcopy, the final printed product shall match the "on screen" appearance of the furnished digital copy,

COPYING: It is estimated that approximately 80% of the total bound text leaves text will print on both sides and 20% will print on one side only.

Single-sheet products will print on one or both sides.

It is anticipated that foldins will typically print on one side only.

Tab dividers: The contractor will be required to provide and print tab dividers. Tab dividers shall be 9 x 11", with 1/3rd or 1/5th-cut, 1/2" tabs along the 11" edge. Tab dividers will typically print type in black on one side of tabs only.

Xerographic copying directly from furnished digital copy.

MARGINS: Follow reprint sample or instructions otherwise furnished.

BINDING: Bind as indicated on the print order. Various binding styles will be ordered as follows:

Wire stitch in upper left corner, two or three stitches in the side and trim four sides.

Bind text and cover with black plastic combs of suitable capacity.

Bind text and cover with black, clear or colored Plasti-Koil of suitable capacity.

Trim four sides.

8-1/2 x 11" products may include 17 x 11 fold-ins, folding to 8-1/2 x 11".

Foldins may be inserted throughout or gathered and inserted at the end of the text.

17 x 11" color maps will typically deliver flat or rolled, with no folding.

FOLDING: Numerous single-sheet products will require folding with one or two parallel folds per sheet.

DRILLING: An occasional order will require drilling three holes, 1/4" diameter, centered on the 11" side, 4-1/4" center-to-center.

PACKING: Band single units when specified.

Pack in shipping containers or in shipping media to ensure safe transport to the delivery address.

DISTRIBUTION: Orders will require the contractor to deliver f.o.b. destination to:

USDI, Bureau of Land Management, 1691 Heindon Road, Arcata, CA 95521

All expenses incidental to returning materials, and furnishing sample copies, must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

No definite schedule for pickup of material can be predetermined. Orders will be scheduled according to the work involved and the time that can be allowed.

Note: Government furnished material available for pickup may not be wrapped or packaged suitably for mailing or shipment. Preparation necessary to insure safe transport of these materials will be the responsibility of the contractor.

Furnished job materials must be picked up by the contractor at the aforementioned site(s) listed under "DISTRIBUTION."

Deliveries must be made before 3:00 PM on the date indicated on the print order.

It is estimated that approx. 5% of the total orders will require same day delivery.

The balance of the orders will require complete production and delivery will be required within one to six workdays after notification of availability for pickup of Government furnished materials by the contractor.

SECTION 3. - DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices quoted in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce one year's orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered under this contract.

The following item designations correspond to those listed in the "Schedule of Prices".

I.

- 1. (a) 700
- (b) 13,340

- 2. (a) 1,500

- 3. (a) 300
- (b) 100

II.

- 1.(a) 7,140
- (b) 265
- (c) 70
- (d) 70
- (e) 75

- 2. (a) 1,500

III.

- (a) 60
- (b) 30
- (c) 30
- (d) 4
- (e) 1

SECTION 4. - SCHEDULE OF PRICES

GPO Facsimile Number: (707) 748-1981

Quotes due: 11:00 AM / Date: March 12, 2019

Quotes offered are f.o.b. destination.

Prices must include the cost of all required materials and operations for each item listed in accordance with these specifications.

Contractor must make an entry in each of the spaces provided.

An entry of NC (No Charge) shall be entered if Contractor intends to furnish individual items at no charge to the Government.

Quotes submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

All vouchers submitted to the GPO shall be based on the most economical method of production.

Digital makeready cost(s): Note that all the quotes submitted for Item I shall include any digital makeready and/or preparation costs that may be required by Government submittal of simple Macintosh-compatible or Windows-compatible word processing files (MS Word, etc.) or Adobe Acrobat Portable Document Format (pdf) files. (See "Output of furnished digital copy" on page 8.) If the order includes submittal of a professional layout program with more complex digital content (such as a MS Publisher, etc. involving various font issues and/or with many links to attendant graphic files), or if the content requires more extensive digital preparation to RIP the furnished digital copy directly to the copying machine for higher quality halftone reproduction, then the contractor is to call the GPO to discuss issuance of a contract modification..

Foldins, large format drawings: A printing charge will be allowed for each printed "impression," as follows:

A "per impression" charge will be allowed for each 8-1/2 x 11" impression. The contractor is to charge two 8-1/2 x 11" impressions for each 14 x 11" or 17 x 11" map or fold in. Any order over 11 x 17" up to 24 x 36" should be divided by 8-1/2 x 11", and then charged per the 8-1/2 x 11" impression rate.

For example: a 17 x 22" document divided by the 8-1/2 x 11" impression rate should be charged as four 8-1/2 x 11" impressions.

Fractional parts of 100 will be prorated at the 'Per 100' rate.

Except as noted, the cost of all required paper must be charged under Item II.

I. COMPLETE PRODUCT: Prices quoted shall include the cost of all required materials and operations (excepting Items II, III and IV) necessary for the complete production and distribution of the product listed in accordance with these specifications.

1. Copying/duplicating (does **not** include the cost of paper):

- (a) Four-color copying.....per impression\$ _____
(b) Black-only copying/duplicating.....per impression\$ _____

2. Copying of 1/3rd-cut and 1/5th-cut tab dividers (does **not** include the cost of dividers):

- (a) Black-only copying.....per 9 x 11" divider\$ _____

3. Large format copying/duplicating:

- (a) Sheets larger than 17 x 11" but smaller than 24 x 36".
Black on one side.....per impression\$ _____
(b) 24 x 36" sheets.
Black on one side.....per impression\$ _____

II. PAPER: Payment for all paper supplied by the contractor under the terms of these specifications, as ordered on the individual print orders, will be based on the net number of leaves furnished for the product(s) ordered. The cost of any paper required for makeready or running spoilage must be included in the prices quoted.

A paper charge will be allowed for each 8-1/2 x 11" product leaf. The contractor is to charge two 8-1/2 x 11" leaves for each 14 x 11" or 17 x 11" map or fold in.

Large format drawings: A paper charge will be allowed for each printed "impression," as follows: The number of impressions per sheet will be determined by dividing the 8-1/2 x 11" impression size, with any fractional remainder being counted as a whole:

Per Sheet
(8-1/2 x 11")

1. (a) White Offset Book (50 lb.), White Writing (20 lb.),
or White Xerographic Bond (20 lb)\$ _____
(b) White High Quality Laser Bond (24 lb.)\$ _____
(c) White Vellum-Finish Cover (65 lb.)\$ _____

Initials

(d) Colored Vellum-Finish Cover (65 lb.).....\$_____

(e) White Index (110 lb.).....\$_____

2. (a) 1/3rd-cut or 1/5th-cut 9 x 11" tab divider:

white, colored index (90 lb.).....per tab\$_____

III. ADDITIONAL OPERATIONS:

(a) Binding with one wire stitch (staple) at upper left corner
or two or three wire stitches (staples) at the side.....per set.....\$_____

(b) Binding with plastic combs of suitable capacity
(including punching and cost of plastic combs).....per piece\$_____

(c) Binding with Plasti-Koil of suitable capacity
(including punching and cost of coil binding).....per piece.....\$_____

(d) Folding single-sheet forms, letterheads, maps or fold-ins
with one or two parallel or accordion folds.....per 100 sheets\$_____

(e) Drilling three holes.....per 100 sheets\$_____

Initials

My production facilities are located within the assumed area of production: _____yes _____no

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material_____

a. Number of hours from acceptance of print order to pickup of Government Furnished Material: _____

b. Number of hours from pickup of Government Furnished Mat'l to delivery at contractor's plant: _____

2. Proposed carrier(s) for delivery of completed product: _____

a. Number of hours from notification to carrier to pickup of completed product: _____

b. Number of hours from pickup of completed product to delivery at destination: _____

Initials

DISCOUNTS: Discounts are offered for payment as follows: _____ Percent, _____ calendar days. See Article 12 “Discounts” of Solicitation Provisions in GPO Contract Terms (Publication 310.2).

BID ACCEPTANCE PERIOD: In compliance with the above, the undersigned agree, if this bid is accepted within _____ calendar days (60 calendar days unless a different period is inserted by the bidder) from the date for receipt of bids, to furnish the specified items at the price set opposite each item, delivered at the designated points(s), in exact accordance with specifications.

NOTE: Failure to provide a 60-day bid acceptance period may result in expiration of the bid prior to award.

BIDDER’S NAME AND SIGNATURE: Unless specific written exception is taken, the bidder, by signing and submitting a bid, agrees with and accepts responsibility for all certifications and representations as required by the solicitation and GPO Contract Terms-Publication 310.2. When responding by fax or mail, fill out and return one copy of all pages in “SECTION 4. –SCHEDULE OF PRICES,” including initialing/signing where indicated.

Failure to sign the signature block below may result in the bid being declared non-responsive.

Bidder _____
(Contractor Name) (GPO Contractor’s Code)

(Street Address)

(City – State – Zip Code)

By _____
(Printed Name, Signature and title of person authorized to sign this bid) (Date)

(Person to be contacted) (Telephone Number) (Email)

Initials

| Program 3973-S Term 4-1-11 to as late as 3-31-14 | | | | | | |
|--|--|----------------|-----------------|-------------------|---------------|-------------------|
| TITLE: Quick Schedule Copying/Duplicating | | | | | | |
| | | | (Contr #1 - E4) | | PREVIOUS | |
| | | | FEDEX KINKO'S | | FEDEX KINKO'S | |
| ITEM NO | DESCRIPTION | BASIS OF AWARD | UNIT RATE | COST | UNIT RATE | COST |
| I. COMPLETE PRODUCT: | | | | | | |
| 1. | Copying/duplicating: | | | | | |
| (a) | Four color copying...per trim/page size unit..... | 1,200 | 0.49 | 588.00 | 0.49 | 588.00 |
| (b) | Black only copying/duplicating...per trim.pg size.... | 24,000 | 0.05 | 1,200.00 | 0.04 | 960.00 |
| 2. | Copying of 1/3rd cut & 1/5th cut tab dividers(does not include cost of dividers): | | | | | |
| (a) | Black only copying...per (9 x 11") divider..... | 400 | 0.05 | 20.00 | 0.04 | 16.00 |
| 3. | Large format copying/duplicating: (does not include cost of prtg on 24lb. bond): | | | | | |
| (a) | Sheets larger than (17 x 11") but smaller than (24 x 36") Black on one side...per trim/page size unit..... | 400 | 0.50 | 200.00 | 0.50 | 200.00 |
| (b) | 24 x 36" sheets Black on one side...per printed sheet..... | 1,500 | 3.00 | 4,500.00 | 3.00 | 4,500.00 |
| II. PAPER (PER 100 LEAVES): | | | | | | |
| (a) | White offset book (50 lb), white wrtg (20 lb), white xerographic bond (20 lb)..... | 106 | 1.50 | 159.00 | 1.50 | 159.00 |
| (b) | Colored wrtg (20 lb)..... | 10 | 3.50 | 35.00 | 3.50 | 35.00 |
| (c) | White High Quality laser Bond (24 lb)..... | 20 | 4.00 | 80.00 | 4.00 | 80.00 |
| (d) | White Vellum Finish Cover (65 lb)..... | 5 | 10.00 | 50.00 | 10.00 | 50.00 |
| (e) | Colored Vellum Finish Cover (65 lb)..... | 5 | 11.00 | 55.00 | 11.00 | 55.00 |
| (f) | White Index (110 lb)..... | 5 | 16.00 | 80.00 | 16.00 | 80.00 |
| (g) | Colored Index (110 lb)..... | 5 | 16.00 | 80.00 | 16.00 | 80.00 |
| (h) | 1/3rd cut or 1/5th cut (9 x 11") tab divider: white, colored index (90 lb)...per 100 tabs..... | 4 | 30.00 | 120.00 | 30.00 | 120.00 |
| III. SCANNING, ARCHIVING OF LEGACY DRAWINGS | | | | | | |
| 1. | Scanning of (24 x 36") legacy drawings: | | | | | |
| (a) | Makeready/setup costs - cost of 1st drawing | | | | | |
| (1) | Black only (Grayscale)..... | 5 | 6.99 | 34.95 | 6.99 | 34.95 |
| (2) | Color (RGB)..... | 1 | 6.99 | 6.99 | 6.99 | 6.99 |
| (b) | Cost of second, subsequent drawings...per drawing... | | | | | |
| (1) | Black only Grayscale)..... | 184 | 0.99 | 182.16 | 0.99 | 182.16 |
| (2) | Color (RGB)..... | 10 | 0.99 | 9.90 | 0.99 | 9.90 |
| 2. | Naming, archiving of TIF files onto CD-R discs | | | | | |
| (a) | Per disc..... | 5 | 10.00 | 50.00 | 10.00 | 50.00 |
| IV. ADDTL OPERATIONS: | | | | | | |
| (a) | Binding w/ 1 wire stitch (staple) at upper left corner or 2-3 wire stitches (staples) at the side ...per 100 pieces..... | 3 | 2.00 | 6.00 | 2.00 | 6.00 |
| (b) | Binding w/ Acco-type fasteners (including cost of fasteners)...per piece..... | 50 | 0.50 | 25.00 | 0.50 | 25.00 |
| (c) | Binding w/ plastic combs of suitable capacity (including punching & cost of plastic combs) ...per piece..... | 50 | 2.25 | 112.50 | 2.25 | 112.50 |
| (d) | Binding w/ Plasti-Koill of suitable capacity (including punching & cost of coil binding) ...per piece..... | 50 | 3.25 | 162.50 | 3.25 | 162.50 |
| (e) | Folding single-sheet forms, letterheads, maps or foldins w/ 1 or 2 parallel or accordian folds ...per 100 sheets..... | 5 | 5.00 | 25.00 | 5.00 | 25.00 |
| (f) | Drilling 3 holes...per 100 leaves..... | 5 | 1.00 | 5.00 | 1.00 | 5.00 |
| CONTRACTOR TOTALS | | | | \$7,787.00 | | \$7,543.00 |
| DISCOUNT | | | | | | |
| DISCOUNTED TOTALS | | | | \$7,787.00 | | \$7,543.00 |

*** SAMPLE BID ENVELOPE ***

To ensure proper processing of all bids, the following information is required on all mailed bid envelopes. Bidders using commercial carrier services shall include the Program/Jacket number and the bid opening time/date on the outermost envelope or wrapper.

Program: 3973-S

From: _____

Address: _____

Check appropriate:

☐ Bid enclosed

☐ No Bid

U.S. Government Publishing Office
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until MARCH 12, 2019
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San Francisco time.**

